

## Simple Guide to the Report of Special Education Fund (SEF) Utilization

The Report of Special Education Fund (SEF) Utilization provides information on the total amount of SEF received by the LGU and the disbursements for Personal Services, MOOE, Capital Outlay and Other Financial Expenses per quarter. The Local Government Code of 1991 states that a province or city may levy and collect an annual tax of one percent on the assessed value of real property in addition to the basic real property tax, and the proceeds of which will go exclusively to the SEF and can be used only for that purpose.

### Preparation

- (1) Local Accountant prepares/fills in the required information of the form for the report; and
- (2) The Local Chief Executive, i.e., Mayor or Governor, as the Chairperson of the Local School Board, approves the report.

The reports are prepared on a quarterly basis.

### Form Used

SEF Budget Accountability Form No. 1: Report of SEF Utilization

### When to Post

One week after the end of each quarter.

**REPORT OF SEF UTILIZATION**

For the Quarter Ending \_\_

Province/City Municipality \_\_\_\_\_

Receipt from SEF P \_\_\_\_\_

Less : DISBURSEMENTS (broken down by expense class and by object of expenditure )

Personal Services

\_\_\_\_\_  
\_\_\_\_\_ P \_\_\_\_\_  
\_\_\_\_\_

Maintenance and Other Operating Expenses

\_\_\_\_\_  
\_\_\_\_\_ P \_\_\_\_\_  
\_\_\_\_\_

Capital Outlay

\_\_\_\_\_  
\_\_\_\_\_ P \_\_\_\_\_  
\_\_\_\_\_

Financial Expenses

\_\_\_\_\_  
\_\_\_\_\_ P \_\_\_\_\_  
\_\_\_\_\_

Sub -total  
Balance

\_\_\_\_\_  
P \_\_\_\_\_

Prepared by:

Local Accountant

Approved by:

LCE, Chairman, LSB